



USAID | AFGHANISTAN

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Solicitation is open to: Afghan Nationals Only

Position Title: Development Program Specialist (Team Leader)

Type of vacancy: Single

Opening date: November 23, 2015

Closing date: December 07, 2015

Work hours: 40 hours (Full time)

Position Grade: FSN-12

Vacancy announcement USAID/306/16/14/ODG

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as a Development Program Specialist (Team Leader) under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The USAID Development Program Specialist (Team Leader) is a Foreign Service National (FSN) position housed in the Office of Democracy and Governance (ODG) and leads the Office's Program Support Team (PST), which has a total of nine staff. The ODG Program Support Team, which is led and supervised by the incumbent, reports to the ODG Deputy Director. The PST consists of three monitoring and evaluation specialists, three project management specialists focused on budgeting and reporting, and two administrative assistants. The PST covers budget management, monitoring and evaluation (M&E), project design, reporting, and administrative support for USAID/Afghanistan's democracy and governance programs.

In addition, as the incumbent serves as de-facto ODG program budget manager, with primary responsibility for formulation, management, and monitoring of the entire program budget for ODG. The Incumbent is the primary ODG contact with respect to the office's budget allocation and required budget reporting and presentation. The incumbent performs analytical, planning, programming, and monitoring duties. The incumbent serves as the principal expert advisor to the ODG and Mission senior management on budget analysis, planning and tracking issues, and to the Mission strategic objective teams on program budgeting issues. The incumbent has a leading role in preparing quantitative analyses and budget presentations, using specialized computer programs or systems for preparing such materials.

As the team's leader, the Development Program Specialist (DPS) (Team Leader) is responsible for managing all of these functions: balancing demands on staff time, shepherding tasks, and planning for the annual Operational Plan, Performance Plan and Report, Portfolio Review, and quarterly auditor data requests. In a complex and rapidly evolving country context, the incumbent needs exercise good judgment, be an inclusive leader, resolve conflicts, and build good working relationships with a wide range of offices and individuals. The incumbent needs strong writing, reporting, communication, and presentation skills since his/her responsibilities include regular contact and collaboration with Washington level technical staff, and Interagency partners.

MAJOR DUTIES AND RESPONSIBILITIES:

Program and Project Design and Reporting

The incumbent leads ODG's substantial reporting requirements and ensures that the PST provides substantive, expert input to the design of ODG's programs and projects. The incumbent works closely with the Office of Program and Project Development (OPPD) and ODG senior management to anticipate reporting requirements and establish a work schedule that meets deadlines and considers competing priorities. The jobholder coordinates and oversees ODG responses to data calls, audits, and taskers, and requests for information. The incumbent shepherds completed responses and reports through the clearance process; advises, and mentors PST staff to ensure that documents and reports meet reporting requirements and maintain the highest professional standards.

The incumbent serves on all ODG project design teams to ensure that they adhere to USAID policy, USAID/Afghanistan strategy, and development best practices. In order to inform project design and performance management, s/he serves as an expert resource on Afghanistan's development needs in the areas of democracy and governance, the history of ODG projects in Afghanistan, and engages other development partners to promote effective knowledge and data sharing. The incumbent leads ODG's contribution to the realization of the Mission's Program and Project Design and Performance Management Mission Orders.

The incumbent uses the multi-tiered monitoring approach to verify that USG resources are used efficiently and appropriately. In this role, they lead ODG's engagement with third party monitors, settle disputes, fill in information gaps, recommend improvements to M&E systems, and incorporate learning, and best practices are incorporated into activities.

The incumbent coordinates with other ODG teams and support offices to integrate learning approaches into portfolios. S/he advises on and oversees Monitoring and Evaluation (M&E) data collection and knowledge management to promote good performance management and adapting activities in response to lessons learned and changes on the ground. The incumbent coordinates the regular review of progress towards achieving Development Objectives through program reviews, portfolio reviews, and quarterly monitoring implementation reviews. S/he provides analysis and input on the strategy as a living document, further promoting learning, and adaptation of the strategy. The incumbent further identifies training needs and opportunities to provide training for ODG and implementing partner staff on performance monitoring tools, evaluation methodologies, reporting, and a lesson learned, ensures consistency and identifies the need for special surveys and evaluations.

Budget Management

As the program budget manager for ODG, the Development Program Specialist (Team Leader) oversees the Office budgets and serves as the ODG program budget manager, with primary responsibility for formulation, management, and monitoring of the entire program budget for ODG. S/he is the primary ODG contact with respect to the office's budget allocation, reporting, and presentation. This requires performing analytical, planning, programming, and monitoring duties. The incumbent serves as the principal expert advisor to the ODG and Mission senior management on complex budget analysis, planning and tracking issues, and to the Mission strategic objective teams on program budgeting issues. The incumbent has a lead role in preparing quantitative analyses and budget presentations, and uses specialized computer programs or systems for preparing such materials. The incumbent must ensure the accuracy of the budgets and monitor the status of funds. The incumbent also facilitates funding actions to meet project and program support needs in a timely manner.

The incumbent assures the effective operation of ODG and its programs. The incumbent manages two multi-year Strategic Objective Agreements' (SOAGs) program budget, authorizes the allowance of funds, verifies the accuracy of funding requests, develops ODG's contribution to the Mission's Annual Congressional Budget Justification and the Mission's Annual Report and Annual Operational Plan, monitors program budget implementation, participates in program budget negotiations, and makes budget presentations to senior Mission and Embassy management. The incumbent assists

ODG senior management in the development, implementation, and evaluation of program activities, coordinates program budget issues with the USAID/Washington, and creates and maintains linkages with the USAID's development partners.

The DPS is responsible for the accuracy of ODG's program budget, for tracking all Congressional earmarks and directives, monitoring program funds, program budget planning and implementation in accordance with the requirements of congressional notification of funds and approved Operational Plan. S/he has a leading role in the preparation and the maintenance of SOAG, ODG and other budget tables for the Procurement Plan, the USAID/Afghanistan Annual Report, Operational Plan, and Congressional Budget Justification. The incumbent meets obligation and sub-obligation requirements on time, monitors activities' mortgage and pipeline status and advises activity managers on appropriate actions, and maintains organized public folders that include electronic files and historical records on all ODG budget tasks and reports.

The incumbent analyses budget trends and prepares routine and special budget reports and briefing materials, PowerPoint slide presentations and graphics (such as pie charts, flow charts and graphs) on the ODG program budget. They draft reports and prepare program budget information, as requested, for USAID internal usage, and presents program budget information to Mission's management. S/he performs other duties as may be requested by the ODG Office Director or Deputy Director.

The incumbent coordinates with OPPD and Controller's Office on program budget implementation actions. In cooperation with support offices, senior budget specialists, and financial analysts, monitors' program funds sub-commitment and sub-obligation status under SOAGs, reconciles the office's procurement and budget planning tables with Phoenix reports, and reports on the accuracy of obligation reports. In coordination with support offices, the incumbent monitors project closeouts and funds' de-obligations.

The DPS provides budget support to the four ODG technical teams, their overall Strategic Objectives and individual activity, project and program budgets. The incumbent assists technical teams use and analyse budget data, conduct mortgage and pipeline analyses, track authorized ceilings in project and program approval action memoranda, compile accruals, and analyse costs and expenditure trends.

Administrative Support

The incumbent ensures that ODG's staff is fully supported and that the overall operation of the office is efficient and cost-effective. In particular, the incumbent ensures that ODG senior management is fully informed of staff leave plans, issues pertaining to the on boarding of Afghan national staff and U.S. Direct Hire personnel, and approval procedures for visitors and temporary personnel. The incumbent coordinates with support offices within USAID/Afghanistan and the U.S. Embassy, provides advice on resolving problems, establishes, and evaluates standard operating procedures to improve customer service and the effective operation of ODG. S/he will interpret highly technical Agency regulations, instructions, and precedents pertaining to Mission Orders on the delegations of authority, memoranda of understanding with the Afghan Government, project design and approval, the mission training policies and procedures, mission implementation policies, on-budget assistance, vetting, gender analysis and integration, participant training, compliance with USAID environmental procedures, unsolicited application procedures, the Mission management control review committee, and the accrual process.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: The incumbent must have a Master's Degree in international development, international relations, finance, management, public finance management, business management, or a closely related field.

Experience: The position requires a minimum of five years progressively responsible experience with a proven track record of accomplishment that demonstrates increasing responsibility for analyzing and evaluating program and budget issues, coordinating and guiding multi-faceted analytical and project management efforts for a complex international assistance organization, the

use and maintenance of M&E research systems; designing evaluations and statistical analysis; program or project budget management experience in a developing country context; program budget management and development of program indicators, data collection and analysis, and performance reporting with a governmental, non-governmental, public, private organizations is required.

Language Proficiency: Level IV (Fluent) in speaking/reading English, and Level IV (Fluent) in speaking/reading of Dari and/or Pashtu is required.

Job Knowledge: Knowledge of advance level Microsoft applications (MS Word, Excel, Power Point, and Outlook) and of electronic information handling is required. In particular, an expert knowledge of Microsoft Excel is required. The incumbent should possess a thorough understanding of accounting, program and budgeting principles, methodology, procedures, and in-depth understanding of monitoring and evaluating development priorities. The incumbent must have a thorough knowledge of budgeting, research, monitoring, and evaluation in international development and be able to advise on. Exceptional communication and inter-personal skills are critical, and the incumbent must be able to interact with a broad range of internal and external partners. Knowledge of the operating country context is required.

Skills and Abilities: The position requires strong analytical skills, particularly math skills, including the ability to identify, locate, analyze, and evaluate relevant quantitative and qualitative data and to carry out financial analyses (using Microsoft Word and other databases). S/he must be highly organized, have exceptional interpersonal, communication (verbal and written) skills and the ability to organize and present program information in an effective manner. The incumbent must be articulate and able to explain and defend USAID programs, budgets, policies, objectives and procedures. S/he must be able to work in a team environment and under pressure. The incumbent must be a detail person, willing to spend the time needed to ensure that the work produced is comprehensive and accurate. The Development Program Specialist (Team Leader) must be skillful in establishing rapport with a wide range of development stakeholders in order to ensure the effectiveness of ODG programming. S/he must be able to communicate effectively with USAID staff at all levels, technical representatives of beneficiary institutions, and the public. The incumbent must also be able to communicate effectively and accurately with varying levels within the U.S. Government structure including representatives of other agencies at Post. The incumbent must draft professionally prepared briefing documents, and annual technical, programmatic, and fiscal reports, and correspondence in a fully professional and competent manner requiring few or no editorial changes.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Development Program Specialist (Senior DGO Team Leader) (ODG1614).**

ANY/ALL application submissions after the closing date of December 07, 2015 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are strongly encouraged to apply.
- Ø Applications submitted as .RAR file will not be accepted by the system

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